

**SECRET**

31 October 1966

**MEMORANDUM FOR:** DCI/Special Assistant for Viet Nam Affairs  
**FROM:** Chief, Records Administration Staff  
**SUBJECT:** Records Management Survey

1. The Records Management Survey of the Office of Special Assistant for Viet Nam Affairs requested by [ ] has been completed. As a result of the combined efforts of members of your office and [ ] of this staff they accomplished the following:

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- a. Made inventories of all files and filing equipment.
- b. Installed the Agency subject-numeric filing system to provide a continuing standard method for filing and retrieving records.
- c. Trained office personnel in the operation of the new filing system.
- d. Developed and installed a specialized system for the filing and finding of Operational Records.
- e. Changed the procedures for processing incoming cables which reduces substantially the time required for logging and evaluating them.
- f. Changed the procedures for the selection of incoming cables which eliminated the filing of over 60% of them.
- g. Prepared a Records Control Schedule which shows how SAVA records will be preserved, retired or destroyed.

2. The attached Records Control Schedule is a basic document for the management of the 53 cubic feet of records now in your office and similar ones which may be created or acquired. The use of the instructions in the schedule will provide an orderly, systematic and authoritative basis for the retirement, destruction or retention of SAVA records.

3. There is a critical need for filing equipment in the Agency today and there is a Presidential Moratorium on the purchase of new equipment. Consequently all agency offices must make special efforts to

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see that present filing equipment is completely utilized before requesting more. Active use of the Records Control Schedule will be a good tool to use in this connection.

4. It was a rewarding experience to work with you and your staff. The personal interest of you and [ ] was reflected throughout the office and helped to accomplish significant results. [ ] were particularly helpful. Please call me if you need further advice or assistance.

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**Attachment**

cc: [ ]

DDS/SSS/RAB [ ] (31 October 1966)

**Distribution:**

Original & 3 - Addressee, *6F-19, Hds.*  
1 - Records Center  
1 - RAB

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